

WIC Program Proxy Information

What is a Proxy?

A proxy is someone who can come in and pick-up your WIC checks and shop for you to purchase WIC foods.

When should I use a Proxy?

An important goal of the WIC program is to provide nutrition education, so it is important that you make every attempt to be present at your appointment. Proxies should be used for emergency situations such as when you are sick or working.

How should I choose my Proxy?

A proxy should be someone you trust who is at least 18 years old. Your proxy cannot be a proxy for another family.

Can a Proxy certify my child?

No. Only a parent/caregiver can certify a child. Therefore make sure you complete the proxy form to reflect how you want your proxy to serve.

How many proxies may I have?

You may have two proxies or one parent/caregiver and one proxy. You cannot have two parent/caregivers.

May I have different proxies for each family member?

No. All members of the same family must use the same proxies. Families are only issued one WIC identification card which lists all members of the family and the assigned proxies.

When does my proxy become valid?

Complete a proxy form with all required signatures. Present the completed proxy form to a WIC staff member who will then verify, enter the data and print a WIC identification card.

Can I change my proxy?

Yes. At each certification the WIC staff will verify your proxy form with you. If you would like remove a proxy it can be done immediately. If you choose to add a new proxy or change the status you may either change the information at your appointment if your proxy is available to sign the proxy form, or take a proxy form with you to have completed and bring back at your convenience.